**Levels Dance School (LDS) Data Protection Policy 2018**

1. **Introduction and legal context**
   1. Levels Dance School (LDS) collects, processes, shares and stores data about its students in order to operate as a business and to comply with GDPR 2018.
   2. LDS data protection procedures comply with the following guidelines set out in Data Protection Act 1998 and GDPR 2018, that data shall:
2. Be processed fairly and lawfully where it is clear to the data subjects what LDS is doing with their data.
3. Be obtained only for one or more specified and lawful purpose and shall not be processed in any further manner incompatible with that purpose or those purposes.
4. Be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed.
5. Be accurate and kept up to date
6. Not be kept for longer than is necessary
7. Be processed in accordance with the data subjects’ (parent/ guardian of student) rights.
8. Be stored securely and with security as a top priority, in order to minimise risk of unlawful processing of data or accidental loss of data
9. Not be transferred to a country outside of the EEA, unless that country ensures an adequate level of protection with regards to data.
   1. All employees of LDS will follow the above principles at all times.
10. **Aims and objectives**
    1. Protecting the rights of individuals by ensuring personal information is used appropriately and lawfully.
    2. Ensuring that all collection, processing, storing and sharing of personal information by LDS complies with the above legislative principles.
    3. Maintaining the confidence of data subjects.
11. **Responsibilities**
    1. The principal of LDS (Kim Tulloch) is responsible for creating, and maintaining data protection policies and procedures and adhering to them at all times
    2. Employees of LDS are responsible for understanding this policy and adhering to it all times.
    3. LDS is responsible for maintaining accurate and up to date information
    4. Data subjects (parents of students) have a responsibility to update their data when required and to provide accurate details.
12. **Publication, implementation and review**
    1. This policy is available on the LDS website, hard copies may be requested by data subjects.
    2. All employees will be provided with a copy of the policy to ensure it is implemented effectively.
    3. The policy will be reviewed on a yearly basis and updated in accordance with legislation.
13. **Additional information**
    1. If you have any queries regarding this policy please contact Kim Tulloch at the following email address: tullochkim@gmail.com
    2. Please visit the LDS website to view the LDS Privacy Policy which explains in clear terms how LDS will use your data. http://levelsdanceschool.weebly.com